Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and/or resumes with salary history may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-557-4585

Email

jobs@sdmts.com

Job Announcement

Administrative Assistant

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the direction of the Chief Financial Officer (CFO), the Administrative Assistant position, is responsible to perform administrative assistant duties including, but are not limited to, the following:

Example of Duties

Essential Functions

Administrative Assistant

- Ability to complete a variety of administrative and executive task support for the CFO and Finance team in a timely, accurate manner with minimal supervision.
- Ability to work independently, using initiative to evaluate and/or analyze existing practices in order to develop new or revised procedures to assist in increasing productivity levels.
- Possess a working knowledge of Microsoft Word, PowerPoint and Access and above average experience and knowledge of Microsoft Excel.
- Gathers and prepares for CFO approval and signature of all relevant documents including purchase requests, contracts, and the signing of checks under his authority.
- Ensures that correspondence and report deadlines are met and that all information distributed is accurate and complete.
- Ability to understand finance related terms.

Duties may include, but are not limited to, the following:

- Types, edits and proofreads correspondence, reports, contracts, forms, and a variety of other documents from rough drafts, oral or written instructions for the Office of the CFO.
- Assists in streamlined document flow within the Finance department and all corresponding departments.

Duties may include, but are not limited to, the following (Continued):

- Prepares CFO's and Finance department report agenda items for MTS Executive Committee and Board meetings.
- Attends and takes minutes for all Budget Development Committee meetings and serves as a backup in taking minutes for other MTS meetings.
- Checks availability of schedules for Agency staff, Board members, and outside entities, and schedules meetings.
    - Reserves facilities for meetings.
    - Sets up meeting rooms with equipment and documents.
- Opens and sorts mail directed to the CFO and other Finance personnel.
- Sets up appointments and introduces callers.
- Types all correspondence, reports and documents sent out by the CFO and other Finance personnel.
- Assists in the correspondence with relevant financial institutions, third party consultants and legal firms as it relates to pension plans.
- Assists in the compiling of financial statements for the pension plan.
- Assists in the year-end pension plan financial audit.
- Assists in the maintenance of general operations files and all MTS contract files.
- Receives and screens phone calls and visitors for the CFO.
- Provides back-up for the receptionist when on break or is absent.
- Performs other duties as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contracts; the ability to prepare letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word, Excel and Outlook and the ability to learn and use other software that we might have or acquire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 10 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer. Work may require more than 8 hours per day or require irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

Be able to type at the rate of 75 words per minute and have experience taking minutes of meetings.

Must have experience and knowledge in the use of dictation equipment and be able to transcribe from dictation.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical, including a urine drug screen, and a background and consumer credit check.

Salary

$35,972 to $53,958

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*